

 United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 01																																																													
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Analytical & Technical Support

Contract: EP-W-08-071, Work Assignment: 01

Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date:
Total Funding: \$300,008.00

Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	N8N862	88	T	D3N	302DC6C	H088BM08		2585	\$300,880.88	C

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: GILBERT R. WORLEY
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 510A
Phone Number: 202 564 8721
Fax Number:
E-Mail Address: worley.ray@epa.gov

Analytical & Technical Support

Contract: EP-W-08-871, Work Assignment: 01

Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date:
Total Funding: \$300,000.00

Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	N8N062	08	T	D3N	302DC6C	HQ08BM00		2505	\$388,880.00	C

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: GILBERT R. WORLEY
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 510A
Phone Number: 202 564 8721
Fax Number:
E-Mail Address: worley.ray@epa.gov

Analytical & Technical Support

Contract: EP-W-88-871, Work Assignment: 01

Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date:
Total Funding: \$300,000.00

Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	N8N062	88	T	D3N	302DC6C	HQ00BM08		2585	\$308,808.08	C

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: GILBERT R. WORLEY
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 510A
Phone Number: 202 564 8721
Fax Number:
E-Mail Address: worley.ray@epa.gov

Work Assignment 01 (08/09)
EOC and EOF
Operations and Maintenance

Contract Number: EP-W-08-071

Background

The Director of the Office of Emergency Management (OEM) serves as the EPA Emergency Coordinator (EC) as delegated per the Presidential Directive 67. The EPA EC has overall responsibility for the Agency's Emergency Operations Center (EOC) located in EPA HQ's, Emergency Operations Facilities (EOF) located at the EPA's Continuity of Operations (COOP) primary and alternate locations, and the Emergency Relocation Site(s) (ERS). The day-to-day oversight of the program is carried out by the EPA Work Assignment Manager (WAM).

The program support activities required for those duties relating to program analysis, policy formulation, dissemination, supporting plan development and implementation are carried out at the EPA headquarters in Washington, D.C. The support activities required for the operations and readiness maintenance of the Agency's EOF and ERS are carried out at these locations respectively.

Task Descriptions

Task 1: Work Plan, Staffing Plan and Cost Estimate

The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

Task 2: COOP Site - EOF Operations and Maintenance

Introduction

The EPA has facilities designated for emergency operations at locations for which the EPA EC has overall management and operational responsibility. The site designated as the EOF for EPA headquarters is currently a government owned; contractor maintained facility located on an EPA installation. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters crisis management team for extended periods of time under emergency conditions. This requires extensive administrative, logistical, and operational planning; an aggressive operational training/exercise program (for both personnel and systems); and a comprehensive system and equipment maintenance program. Contractor personnel participate in monthly operational telecommunications exercises with other D/A and all equipment and systems undergo operational testing on a daily or weekly basis. Additionally, the facility provides the operational management of the Agency's "secure (STU III, STE, secure cell phones and secure satellite

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phones) telecommunications system" and manages the associated National Security Agency (NSA) approved Communications Security (COMSEC) account for the agency.

Scope

The contractor shall provide on-site personnel to operate and provide for the daily management of the EPA owned EOF to:

- a. ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness as described and updated regularly in the EOF Standard Operating Procedures (SOP);
- b. ensure the facility is capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods (anticipate up to 30 days) under emergency conditions;
- c. conduct operational testing and coordinate the maintenance of the EPA secure (STU III, STE, secure cell and secure satellite phones) telecommunications system to ensure a constant state of operational readiness and manage the associated NSA approved COMSEC account;
- d. Ensure compliance with all applicable requirements of the National Communication System 3-10 directives to include participation in required monthly communication tests using existing communications equipment in the EOC; and
- e. Maintain facility SOP addressing the above areas of responsibility.

Details of the criteria to be met for "constant state of operational readiness", "full operational capability", the size and makeup of a "full headquarters crisis management team", "extended operational periods under emergency conditions", and the specific EOF location and current capabilities are available under separate classified cover. The EOF shall be manned by at least one contractor personnel on all Federal work days from 8:00am to 4:30pm (ET) and by two or more contractor personnel during emergencies and exercises as specified in Sub-task 2.2. Specific sub-tasks the contractor shall perform are:

Sub-Task 2.1: Provide on-site personnel to:

- a. Operate and provide for the daily management of the EPA owned EOF to ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness and capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods under emergency conditions;
- b. Provide orientation training and briefings to headquarters crisis management team members including COOP essential personnel, NSEP Program Office staff, and authorized official visitors pertaining to the EOF's capabilities, operational readiness

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- b. Provide orientation training and briefings to headquarters crisis management team members including COOP essential personnel, NSEP Program Office staff, and authorized official visitors pertaining to the EOF's capabilities, operational readiness

status, and activation procedures;

- c. Operate all equipment daily and perform weekly operational tests on all systems;
- d. Perform the manufacturer prescribed operator level preventive and corrective maintenance on all equipment and systems;

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Sub-Task 2.4: Maintain EPA approved SOPs for operations under all conditions addressing, Administration, Logistics, Security, Personnel, Operations, Emergency Notification, and Activation. All changes to SOPs shall be reviewed and approved for implementation and use by the EPA WAM.

Sub-Task 2.5: Administer an NSA approved COMSEC account for the receipt, control, and subsequent destruction/turn-in of classified material, COMSEC equipment, and associated keying material with national security classifications of up to and including TOP SECRET.

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Sub-Task 2.6: Maintain the EPA secure (STU III, STE, secure cell and secure satellite phones) telecommunications system in a constant state of operational readiness and coordinate the distribution, maintenance, and turn-in of secure phone equipments.

Sub-Task 2.7: Contractor shall maintain certification requirement as mandated by NSA for COMSEC manager accreditation. As NSA issues new guidance and/or secure equipment, the contractor shall obtain necessary training to help EPA implement the COMSEC program.

Sub-Task 2.8: The contractor shall maintain the redundant communication infrastructure programs such as the Government Emergency Telephone Service (GETS) and the Wireless Priority Service. These programs allow the designated EPA COOP essential employees to use calling procedures to make critical emergency calls during national emergency security conditions. The contractor will help process requests for GETS/WPS for WAM's approval.

Sub-Task 2.9: The contractor shall install secure communication equipment per SOPs (including accreditation of space and verification of clearances of individuals) in designated EPA senior management residences. These individuals must be part of the National Security Emergency Program by designation of order of succession or as key leaders who perform essential functions. Installation hours will depend on EPA senior management ability to be at their residences including possible weekend installation timeframes.

Task 3: EPA HQ EOC Operations and Support

Introduction

The EPA has facilities designated for emergency operations at locations for which the EPA Emergency Coordinator has overall management and operational responsibility. The site designated as the EOC is currently government owned and located on the basement level of Ariel Rios North. It is operated by the EPA EOC Team Leader, with contractor provided technical support for operations and maintenance of designated areas of the EOC such as the secure facilities. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters Emergency Operations Team for extended periods of time under national security emergency conditions.

Scope

The EOC shall be manned by at least one contractor personnel on all Federal work days from 7:00am to 6:00pm (EST) and during emergencies and exercises as specified in subtask 3.4. The contractor shall provide on-site personnel to support operations and daily management of the EPA owned EOC to:

- a. ensure the facility (specific to classified operations) and all associated systems and equipment are maintained in a constant state of operational readiness; conduct operational testing and coordinate the maintenance of the EPA secure (STU III/STE/secure phone and secure satellite phones) telecommunications system, secure

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- b. ensure the facility (specific to classified operations) is capable of attaining full operational capability and support of a full headquarters Emergency Operations Team for extended operational periods under national security emergency conditions;
- c. maintain facility SOP addressing the above areas of responsibility (to be provided via a TDD through the WAM).

Sub-Task 3.1: Provide on-site personnel on all Federal work days from 7:00am to 6:00pm (EST) and during emergencies and exercises as specified in subtask 3.4 below to:

- a. Support the operations and daily management (specific to NSEP operations) of the EPA EOC to ensure the facility and all associated equipment are maintained in a constant state of operational readiness and capable of supporting a full headquarters Emergency Operations Team for extended periods of time under national security emergency conditions.
- b. Perform daily, weekly and monthly operational tests of all systems (specific to NSEP operations) in accordance with the EOC SOP, including operational tests with the EPA EOC and other emergency operation center sites.
- c. Perform the manufacturer prescribed operator level prevention and corrective maintenance on all equipment and systems pertaining to NSEP operations as specified by procedures issues by the EOC manager;
- d. Implement and maintain approved SOPs for operations under all conditions addressing Administration, Logistics, Security, Personnel, Operations, Emergency Notification and Activation.
- e. As directed by technical directive, provide orientation training and briefings to headquarters Emergency Operations Team members, NSEP Program Office staff, and authorized official visitors pertaining to the EOCs capabilities, operational readiness status, and activation procedures.

Sub-Task 3.2. Security of Facility

The contractor shall serve as the Alternate Facility Security Officer for the EOC and shall be responsible for the following:

- a. Provide support for the overall physical security of the EOC and the Top Secret and SCI work area;
- b. EOC access and visitor control;
- c. Daily security check;
- d. Opening and closing of the EOC, the Secure Access Facility and the Sensitive

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- e. Compartmented Information Facility; maintaining and revising the facility security plan;
- f. Management of the secure phones assigned to the EOC;
- g. Management of a classified document control system for the NSEP program office and the EOC.
- h. Maintain secure video tele-conference systems
- i. All contractors shall possess a security clearance of TS-SCI.

Sub-Task 3.3. Document Review

Conduct daily review of all classified and unclassified communications (i.e. messages, cables, faxes, e-mail, etc.) received by the EOC, and distribute in accordance with EOC SOP.

Sub-Task 3.4. Emergency Operations

Provide on-site personnel to support the EOC operations extended operational periods during national security emergencies and exercises. The actual hours of operation and duration of the emergency/exercise may extend to 24 hours per day for days, weeks, or months. The contractor shall provide for emergency notification and recall of assigned and augmentation personnel and be prepared to perform the duties stipulated in Sub-Tasks 3.1, 3.2, and 3.3 above for the following situations:

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Deliverables

General

Trip Reports

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Contractor X-EETO, INC.		Specify Section and Paragraph of Contract SOW Sub-Task 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7,																																																															
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Comments: The purpose of this action is to approve the workplan dated 10/15/08 for 8,360 LOE and \$448,480.00. However, due to Limitation of Funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$300,000.00. All other terms and conditions remain unchanged.																																																																	
<input checked="" type="checkbox"/> Superfund Accounting and Appropriations Data <input type="checkbox"/> Non-Superfund																																																																	
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Analytical & Technical Support

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0001

Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date: 10/02/08
Total Funding: \$300,000.00

Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[A] Cost Ceiling	\$ (b)(4)
	[A] Fixed Fee	
Total:		\$300,000.00

[M] - Modified
[A] - Added

WA Totals

The following item(s) have been added:

Category	POP	Amount
Fixed Fee	Base Pd.	(b)(4)
Cost Ceiling	Base Pd.	\$

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 1000 to 4912.

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This Action		\$188,480.00																																																																									
Total		\$488,480.00																																																																									
LOE		4,912																																																																									
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Cumulative Approved: 04/08/09		Cost/Fee: \$488,480.00																																																																									
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Analytical & Technical Support

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0001

Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date: 10/02/08
Total Funding: \$488,480.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	N9N039	09	T	D3N	302D72C	HQ00BM00		2505	\$188,480.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[A] Cost Ceiling	\$ (b)(4)
	[A] Fixed Fee	
Total:		\$300,000.00
FY2009 - N9N039	[A] Cost Ceiling	\$ (b)(4)
	[A] Fixed Fee	
Total:		\$188,480.00

[M] - Modified
[A] - Added

WA Totals


The following item(s) have been added:


Category	POP	Amount
Cost Ceiling	Base Pd.	\$ (b)(4)
Fixed Fee	Base Pd.	


WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 4912 to 8360.

 United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 01																																																																									
Work Assignment		<input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment Number: 2																																																																									
Contract Number EP-W-08-071	Contract Period Base X Option Period Number	Title of Work Assignment Analytical & Technical Support																																																																									
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Analytical & Technical Support

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0002


Summary Information

Title: Analytical & Technical Support
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date: 10/02/08
Total Funding: \$488,480.00


Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	Cost Ceiling	\$(b)(4)
	Fixed Fee	
	Total:	\$300,000.00
FY2009 - N9N039	Cost Ceiling	\$(b)(4)
	Fixed Fee	
	Total:	\$188,480.00


[M] - Modified
[A] - Added

 EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA #01																																																																			
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Work Assignment Form. (WebForms v1.0)

 EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA #01																																																																			
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Work Assignment Form (WebForms v1.0)

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Work Assignment 02 (08/09)
Analytical and Technical Assistance Support to
EPA's National Security Emergency Preparedness (NSEP) Program

Contract Number: 68-W-03-010

Background

The EPA Emergency Coordinator (EC) plans, directs, and coordinates all matters relating to the Agency's National Security Emergency Preparedness (NSEP) program which includes all Continuity of Operations functions. These duties cover the formulation and dissemination of Agency policy in accordance with the provisions of Executive Order (EO) 12656, Homeland Security Presidential Directives related to continuity policies, Federal Continuity Directives (FCD); and other directives and guidance relating to NSEP; the development, coordination, dissemination, and implementation of supporting NSEP plans; the selection, oversight and training of NSEP team members; and the selection, operations, and readiness maintenance of the Agency's Emergency Operating Facility (s) (EOF) and Emergency Relocation Site(s) (ERS).

The Director of the Office of Emergency Management (OEM) also serves as the EPA Emergency Coordinator (EC). As such, he/she is responsible for managing continuity programs. The day-to-day responsibility of the program is carried out by the EPA Project Officer and/or designated WAM.

The program support activities required for those duties relating to program analysis, policy formulation and dissemination, and supporting plan development and implementation are carried out at the EPA headquarters in Washington, DC.

Purpose

The purpose of this work assignment is to provide analytical and technical support services to the Agency's NSEP program.

Security Requirements

Due to the classified handling requirements of deliverables, and the restricted access to required reference documents, all contractors working under this Work Assignment must have a Top Secret and SCI Security Clearances.

Task Descriptions

Task 1: Work Plan, Staffing Plan and Cost Estimate

The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

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Task 2 NSEP Program Analysis, Support and Emergency Operations

Document Analysis: As directed via a TDD, the contractor shall review and analyze NSEP related documents, such as Presidential directives, Executive Orders (EO), National Security Directives (NSD), Homeland Security Presidential Directives, Presidential Emergency Action Documents (PEAD), and other inter-agency NSEP plans (ex. FEMA, COOP, other federal agency) or documents which may have an impact on the EPA, and such other non-NSEP documents, both internal and external to EPA, in which EPA has defined authorities and/or responsibilities to identify actual and potential impacts on EPA's NSEP program. Historically, most NSEP documents must be picked up at other departments or agencies. The contractor may be required to travel via TDD to pick up classified documents and deliver them to EPA's for entry into the EPA classified document control system. When appropriate, the Work Assignment Manager (WAM) may task the Contractor to provide recommendations on implementing policies derived from these documents within EPA. Upon completion of the document review and analysis a synopsis of all items relating to and/or impacting EPA is required. All reports shall be reviewed and approved by the EPA Project Officer and/or designated WAM prior to implementation and use. Historically an average of two - three national level NSEP documents has been issued each year which would require review and analysis.

Program Support: Based on criteria and technical guidance provided by the EPA Project Officer through a written TDD, the contractor will provide technical support in the development of briefings, meetings, and related materials to be used to support the NSEP program. The meetings, briefings and related materials for NSEP programs may be classified (up to and including Top Secret). The contractor shall perform the following functions and tasks in support of the preparation, conduct of, and follow-up of meetings or briefings designated by the Project Officer and/or designated WAM: schedule the meeting, to include notifying proposed attendees and reserving the appropriate meeting/briefing room and all necessary equipment; verify security clearances of all attendees; pick up and deliver classified material; prepare meeting and briefing attendance lists, and prepare and distribute "Read Ahead" packets to all attendees; schedule, coordinate, and conduct any necessary rehearsals and pre-meetings; set-up the room and test all equipment; prepare introductory comments and key discussion points for the host/chair or other key speaker/presenter; perform recorder functions, to include capturing discussion points, decisions, and courses of action agreed upon; prepare draft minutes and summaries of the meeting or briefing and submit to the WAM for approval and distribute within 5 days after the meeting/briefing; and develop and maintain an Issue Follow-up Tracking System for control and visibility of issues, decisions, courses of action, etc. resulting from the meeting or briefing.

Based on criteria and technical guidance provided by the WAM through a written TDD, the contractor shall provide personnel to attend, either alone or accompanying EPA personnel, designated NSEP related meeting, briefings, and seminars for the purpose of providing technical support. A trip/meeting report will be submitted to the WAM within 5 working days following the meeting/briefing. This report will include a synopsis of the meeting/briefing to include identification of key issues, alternative courses of action, and/or possible solutions to resolve the issues.

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Task 3: NSEP Plans

Continuity of Operations Plan (COOP): Through a TDD, the contractor shall provide technical support to the EPA in the implementation and updating of the Continuity of Operations (COOP) Program including specific annexes for biological born illnesses (i.e. Pandemic Influenza) for the EPA Headquarters, Regions, and other EPA field elements. This support shall include updating, in draft format, the COOP Plans and multi-year strategies for COOP. The contractor shall provide draft technical language for EPA policies and directives implementing the NSEP and COOP programs. All documents shall be reviewed and approved by the EPA WAM prior to submittal for EPA management approval and distribution. Additionally, the contractor will prepare and maintain a Corrective Action Plan addressing COOP issues and shortcomings.

The contractor shall assist in the development of a COOP evaluation program using FEMA FCD I guidance and other COOP related policies and guidances. Upon issuance of TDD, contractor (total of 1) shall travel to all 10 Regions with COOP program manger to provide on-site review of COOP program. For planning purposes, the contractor shall anticipate 3 days of travel per EPA regional city.

Continuity of Government Plan (COG): Upon issuance of a TDD, the contractor will support preparation of a final classified COG plan as an annex to the EPA HQ COOP plan. This classified annex to the COOP will address unique administrative, technical, personnel, security, and logistical matters relative to EPA's actions during a national security emergency. Upon issuance of a TDD, the contractor shall maintain scheduling of COG program team members for designated missions.

Task 4: NSEP Training and Exercises

Training and Exercises: The Contractor shall support the maintenance of the NSEP exercise and training programs. Additionally, the contractor shall support documentation and lessons learned from exercises (internal, external and national level). Upon issuance of TDD, contractor

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Task 4: NSEP Training and Exercises

Training and Exercises: The Contractor shall support the maintenance of the NSEP exercise and training programs. Additionally, the contractor shall support documentation and lessons learned from exercises (internal, external and national level). Upon issuance of TDD, contractor

shall participate in EPA Regional COOP exercises. For planning purposes, contractor shall anticipate 3 exercises (Boston, Philadelphia and Seattle) for total of 4 travel days for 2 contractors.) Based on criteria and technical direction provided by the WAM, the contractor will prepare exercise documentation to be included in an EPA NSEP Master Training Plan. Based on interagency guidance and instructions from the Project Officer and or designated WAM, the contractor will develop and assist in the implementation of an EPA HQ training program in preparation for planned interagency COOP and COG exercises. As required, the contractor shall develop Master Scenario Events List (MSEL), MSEL implementation instructions, Control Staff Instructions (COSINS), Pre and Post Exercise Briefings, Exercise Plans (EXPLANS), and Evaluation Plans (EVALPLANS), exercise After-Action Reports, and Critique Reports in support of NSEP exercises.

Deliverables

Task 1

- 1) Synopsis of Document Review and Analysis and Impact Reports
 - First Draft: 15 days after receipt of document
 - Second Draft: 5 days after receipt of WAM comments
 - Final: 5 days after receipt of WAM comments

Task 2

- 1) HQ COOP Corrective Action Plan
 - First Draft: 15 days after receipt of TDD from PO
 - Second Draft: 5 days after receipt of WAM comments
 - Final 5 days after receipt of WAM comments
- 2) Revised HQ EPA COOP Plan, including classified COG plan
 - Same suspense dates as above.

Task 3

- 1) EPA NSEP Master Training Plan
 - First Draft: 15 days after receipt of TDD from PO
 - Final: 5 days after receipt of WAM comments
- 2) Interagency COOP/COG Exercise Preparation Plan
 - First Draft: 30 days after Initial Planning Conference
 - Final: 5 days after receipt of WAM comments
- 3) NSEP Exercise Reports
 - First Draft: 10 days after exercise
 - Final: 5 days after receipt of WAM comments

General

shall participate in EPA Regional COOP exercises. For planning purposes, contractor shall anticipate 3 exercises (Boston, Philadelphia and Seattle) for total of 4 travel days for 2 contractors.) Based on criteria and technical direction provided by the WAM, the contractor will prepare exercise documentation to be included in an EPA NSEP Master Training Plan. Based on interagency guidance and instructions from the Project Officer and or designated WAM, the contractor will develop and assist in the implementation of an EPA HQ training program in preparation for planned interagency COOP and COG exercises. As required, the contractor shall develop Master Scenario Events List (MSEL), MSEL implementation instructions, Control Staff Instructions (COSINS), Pre and Post Exercise Briefings, Exercise Plans (EXPLANS), and Evaluation Plans (EVALPLANS), exercise After-Action Reports, and Critique Reports in support of NSEP exercises.

Deliverables

Task 1

- 1) Synopsis of Document Review and Analysis and Impact Reports
 - First Draft: 15 days after receipt of document
 - Second Draft: 5 days after receipt of WAM comments
 - Final: 5 days after receipt of WAM comments

Task 2

- 1) HQ COOP Corrective Action Plan
 - First Draft: 15 days after receipt of TDD from PO
 - Second Draft: 5 days after receipt of WAM comments
 - Final 5 days after receipt of WAM comments
- 2) Revised HQ EPA COOP Plan, including classified COG plan
 - Same suspense dates as above.

Task 3

- 1) EPA NSEP Master Training Plan
 - First Draft: 15 days after receipt of TDD from PO
 - Final: 5 days after receipt of WAM comments
- 2) Interagency COOP/COG Exercise Preparation Plan
 - First Draft: 30 days after Initial Planning Conference
 - Final: 5 days after receipt of WAM comments
- 3) NSEP Exercise Reports
 - First Draft: 10 days after exercise
 - Final: 5 days after receipt of WAM comments

General

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General


- 1) Trip Reports
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Analytical & Tech Support to NSEP

Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0001

Summary Information

Title: Analytical & Tech Support to NSEP
Period of Performance: From: 10/04/08
To: 10/03/09
Award Date: 10/02/08
Total Funding: \$300,000.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P /
Base	N8N062	08	T	D3N	ZZZD73	HQ00BM00		2505	\$200,000.00	C
Base	N8N062	08	T	D3N	302DC6C	HQ00BM00		2505	\$100,000.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[A] Cost Ceiling	\$ (b)(4)
	[A] Fixed Fee	
Total:		\$300,000.00

[M] - Modified

[A] - Added

WA Totals

The following item(s) have been added:

Category	POP	Amount
Cost Ceiling	Base Pd.	\$ (b)(4)
Fixed Fee	Base Pd.	

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 1000 to 4912.

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Analytical & Tech Support to NSEP

Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0001

Summary Information

Title: Analytical & Tech Support to NSEP
Period of Performance: From: 10/04/08
To: 10/08/09
Award Date: 10/02/08
Total Funding: \$474,449.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P /
Base	N9N039	09	T	D3N	302D72C	HQ00BM00		2505	\$174,449.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[M] Cost Ceiling	\$(b)(4)
	[M] Fixed Fee	
Total:		\$300,000.00
FY2009 - N9N039	[M] Cost Ceiling	\$(b)(4)
	[M] Fixed Fee	
Total:		\$174,449.00

[M] - Modified

[A] - Added

WA Totals

The following item(s) have been modified:


Category	POP	From	By
Cost Ceiling	Base Pd.	\$(b)(4)	
Fixed Fee	Base Pd.		


WA Classification


The following changes have occurred:

The Labor Hour Ceiling has changed from 4912 to 5640.

Cost fee
breakout

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<table><thead><tr><th>Line</th><th>DC (Max 4)</th><th>Budget FY (Max 4)</th><th>Appropriation Code (Max 4)</th><th>Budget Org/Code (Max 7)</th><th>Program Element (Max 9)</th><th>Object Class</th><th>Amount</th><th>(Dollars)</th><th>(Cents)</th><th>Stat/Project (Max 9)</th><th>Cost Org/Code (Max 7)</th></tr></thead><tbody><tr><td>1</td><td>N8N062</td><td>08</td><td>T</td><td>D3N</td><td>302DC6C</td><td>2505</td><td>\$100,000</td><td></td><td>00</td><td>HQ00BM00</td><td></td></tr><tr><td>2</td><td>N8N062</td><td>08</td><td>T</td><td>D3N</td><td>ZZZD73</td><td>2505</td><td>\$200,000</td><td></td><td>00</td><td>HQ00BM00</td><td></td></tr><tr><td>3</td><td>N9N039</td><td>09</td><td>T</td><td>D3N</td><td>302D72C</td><td>2505</td><td>\$174,449</td><td></td><td>00</td><td>HQ00BM00</td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				Line	DC (Max 4)	Budget FY (Max 4)	Appropriation Code (Max 4)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Stat/Project (Max 9)	Cost Org/Code (Max 7)	1	N8N062	08	T	D3N	302DC6C	2505	\$100,000		00	HQ00BM00		2	N8N062	08	T	D3N	ZZZD73	2505	\$200,000		00	HQ00BM00		3	N9N039	09	T	D3N	302D72C	2505	\$174,449		00	HQ00BM00		4												5											
Line	DC (Max 4)	Budget FY (Max 4)	Appropriation Code (Max 4)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Stat/Project (Max 9)	Cost Org/Code (Max 7)																																																																
1	N8N062	08	T	D3N	302DC6C	2505	\$100,000		00	HQ00BM00																																																																	
2	N8N062	08	T	D3N	ZZZD73	2505	\$200,000		00	HQ00BM00																																																																	
3	N9N039	09	T	D3N	302D72C	2505	\$174,449		00	HQ00BM00																																																																	
4																																																																											
5																																																																											
Authorized Work Assignment Ceiling																																																																											
Contract Period: Previously Approved		Cost/Fee: \$474,449.00		LOE: 5,640																																																																							
This Action		\$0.00		0																																																																							
Total		\$474,449.00		5,640																																																																							
Work Plan / Cost Estimate Approvals																																																																											
Contractor W/P Dated:		Cost/Fee:		LOE:																																																																							
Cumulative Approved:		Cost/Fee: \$474,449.00		LOE: 5,640																																																																							
Work Assignment Manager Name		Branch/Mail Code 510A		Phone Number 202 564 2522		Fax Number																																																																					
(Signature) (Date)																																																																											
Project Officer Name		Branch/Mail Code		Phone Number 202 564 2522		Fax Number																																																																					
(Signature) (Date)																																																																											
Other Agency Official Name		Branch/Mail Code 510A		Phone Number 202 564 2522		Fax Number																																																																					
(Signature) (Date)																																																																											
Contracting Official Name		Branch/Mail Code 3005R		Phone Number 202-564-6679		Fax Number 202-565-2558																																																																					
(Signature) (Date)																																																																											
Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)				Date																																																																							

Analytical & Tech Support to NSEP

Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0003

Summary Information

Title: Analytical & Tech Support to NSEP
Period of Performance: From: 10/04/08
To: 10/08/09
Award Date: 10/02/08
Total Funding: \$474,449.00

Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	Cost Ceiling	\$(b)(4)
	Fixed Fee	
	Total:	\$300,000.00
FY2009 - N9N039	Cost Ceiling	\$(b)(4)
	Fixed Fee	
	Total:	\$174,449.00

[M] - Modified
[A] - Added

EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA #02	
Work Assignment				<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number <div style="text-align: right;">3</div>	
Contract Number EP-W-08-071		Contract Period 10/4/08 - 9/30/09		Title of Work Assignment/SE Site Name Analytical and Tech Support to NSEP	
Contractor X-Ecto, Inc.		Specify Section and Paragraph of Contract SOW			
Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input checked="" type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 10/4/09 To 9/30/09			
Comments: Increase LOE and dollar ceilings for contract base period. Revised ceilings are 5,506 hours and \$481,267.14					
<input type="checkbox"/> Superfund		Accounting and Appropriations Data		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-89A.					
SFO 22					
#	DCN (Max 4)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 5)
1					
2					
3					
4					
5					
Authorized Work Assignment Ceiling					
Contract Period:		Cost/Fee: \$474,449.00		LOE:	
This Action:		\$ 6,818.14			
Total:		\$ 481,267.14		5,506	
Work Plan / Cost Estimate Approvals					
Contractor W/P Dated: 09/03/09		Cost/Fee: \$481,267.14		LOE: 5610 CM	
Cumulative Approved:		Cost/Fee:		LOE:	
Work Assignment Manager Name: <div style="text-align: center;"> (Signature) </div>		<div style="text-align: center;"> 9/15/09 (Date) </div>		Branch/Mail Code: Phone Number: FAX Number:	
Project Officer Name: <div style="text-align: center;"> (Signature) </div>		<div style="text-align: center;"> (Date) </div>		Branch/Mail Code: Phone Number: FAX Number:	
Other Agency Official Name: <div style="text-align: center;"> (Signature) </div>		<div style="text-align: center;"> (Date) </div>		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name: <div style="text-align: center;"> (Signature) </div>		<div style="text-align: center;"> 9/15/09 (Date) </div>		Branch/Mail Code: 3805R Phone Number: (202) 564-6679 FAX Number:	

EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA #02						
Work Assignment				<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number <div style="text-align: center;">3</div>						
Contract Number EP-W-08-071		Contract Period 10/4/08 - 9/30/09		Title of Work Assignment/SF Site Name Analytical and Tech Support to NSEP						
Contractor X-Ecto, Inc.		Specify Section and Paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input checked="" type="checkbox"/> Work Plan Approval		<input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding		Period of Performance From 10/4/09 To 9/30/09						
Comments: Increase LOE and dollar ceilings for contract base period. Revised ceilings are 5,506 hours and \$481,267.14										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) 22										
Line	OCN (Max 6)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 8)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$4,774,449.00				LOE:				
Tip Action:		\$ 6,518.14								
Total:		\$ 981,267.14				5,506				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		09/03/09		Cost/Fee:		\$481,267.14		LOE: 5640 5640		
Cumulative Approved:				Cost/Fee:				LAE:		
Work Assignment Manager Name Joseph P. Versero						Branch/Mail Code:				
Project Office Name (Signature)						Phone Number:				
(Signature)						FAX Number:				
Other Agency Official Name (Signature)						Branch/Mail Code:				
(Signature)						Phone Number:				
(Signature)						FAX Number:				
Contracting Official Name (Signature)						Branch/Mail Code: 3805R				
(Signature)						Phone Number: (202) 564-6679				
(Signature)						FAX Number:				

EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA #02	
Work Assignment				<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: <div style="text-align: center;">3</div>	
Contract Number EP-W-08-071		Contract Period 10/4/08 - 9/30/09		Title of Work Assignment/SF Site Name Analytical and Tech Support to NSEP	
Contractor X-Eco, Inc.		Specify Section and Paragraph of Contract SOW			
Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input checked="" type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 10/4/09 To 9/30/09			
Comments: Increase LOE and dollar ceilings for contract base period. Revised ceilings are 5,506 hours and \$481,267.14					
<input type="checkbox"/> Superfund		Accounting and Appropriations Data		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1500-65A.					
SFO (Max 2) 22					
ID	DCN (Max 8)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)
Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)	
1					
2					
3					
4					
5					
Authorized Work Assignment Ceiling					
Contract Period:		Cost/Fee:		LOE:	
		\$481,267.00		5,506	
This Action:		Cost/Fee:		LOE:	
		\$ 6,518.14		5,506	
Total:		Cost/Fee:		LOE:	
		\$ 481,267.14		5,506	
Work Plan / Cost Estimate Approvals					
Contractor WP Dated:		Cost/Fee:		LOE:	
09/03/09		\$481,267.14		5,506	
Contractor Approved:		Cost/Fee:		LOE:	
Work Assignment Manager Name:		Date:		Branch/Mail Code:	
Joseph P. Verso		9/15/09			
(Signature)		(Date)			
Project Officer Name:		Date:		Branch/Mail Code:	
(Signature)		(Date)			
Other Agency Official Name:		Date:		Branch/Mail Code:	
(Signature)		(Date)			
Contracting Officer Name:		Date:		Branch/Mail Code:	
Christina J. Spang		9/15/09		3805R	
(Signature)		(Date)			
				Phone Number:	
				(202) 567-6679	
				FAX Number:	